



Dual Enrollment Registration Checklist – New Students

Use this guide to help you keep track of your application process! These steps will be sent to you in a series of emails as you complete the requirements.

Date Completed	Step	Description
Application Process Steps		
	<u>Step 1: Submit Online Application Form</u> Submit your Online Application Form after discussing your interest with your school counselor. Link: Online Application Form	Submitting the online application is the first step. You must complete all application steps to participate in the program
	<u>Step 2: Activate your NETID</u> You must activate your NETID prior to submitting your application materials.	1. Log in to MyFAU and Access Your Email Account In order to log in to MyFAU, you will need to look up your FAUNet ID (your username) if you do not already have it. To look up your FAU Net ID: <ul style="list-style-type: none">o Go to https://myfau.fau.eduo Click “Activate your FAU Account”o Select “FAUNet ID Lookup Tool”o Fill out the information and follow the steps to obtain your FAUNet ID Once you have obtained your ID, click on “Home”, and then select “Activate Your FAUNet ID”. Fill out the information and follow the steps to activate your ID. After you log in to your MYFAU account, you will see a tile with your Z# and email, as well as a link to FAU Self-Service.

	<p><u>Step 3: Submit Application Materials</u></p> <p>Please ensure that you have gathered all necessary documents and obtained all required signatures.</p>	<p>Step-by-step instructions on how to submit your application materials can be found on our website.</p> <p>Please read the instructions carefully prior to submitting your application materials.</p> <p>Link: https://owldocs.fau.edu/portal/</p>
	<p><u>Step 4: Check your emails</u></p> <p>Communication will be sent to the email address you used for the Online Application Form.</p>	<p>Check your email to ensure that you have submitted all necessary documents. If eligible, you will receive an application complete email within 7-10 business days.</p> <p>If your submitted application contains missing, incomplete, or ineligible documents, we will communicate with you via email. It is your responsibility to correct any errors prior to the application deadline.</p>
<p>The following steps are for students who have successfully completed the application process. If you have, you will receive an “Application Complete” email.</p>		
	<p><u>Step 5: Complete Dual Enrollment Orientation</u></p> <p>The Dual Enrollment Orientation is completed online through Canvas. Completion is required for registration.</p>	<p>All new students who are accepted into the program will receive a Canvas invite for the orientation. Your Application Complete email will specify when the orientation will become available.</p>
	<p><u>Step 6: Obtain Prerequisite Overrides</u></p>	<p>We recommend reaching out to the department at least two weeks prior to registration.</p> <p>Additional information can be found in your Dual Enrollment Orientation</p>
	<p><u>Step 7: Check Your Holds</u></p> <p>Use MyFAU Self-Service to check your holds.</p>	<p>Two weeks prior to registration, check your holds and ensure there is nothing that will prevent you from registering!</p>
	<p><u>Step 8: Register For Classes</u></p> <p>Check our website to see when you can register!</p>	<p>Registration opens 2-3 weeks prior to when classes begin. Students register themselves through MyFAU Self-Service.</p>